

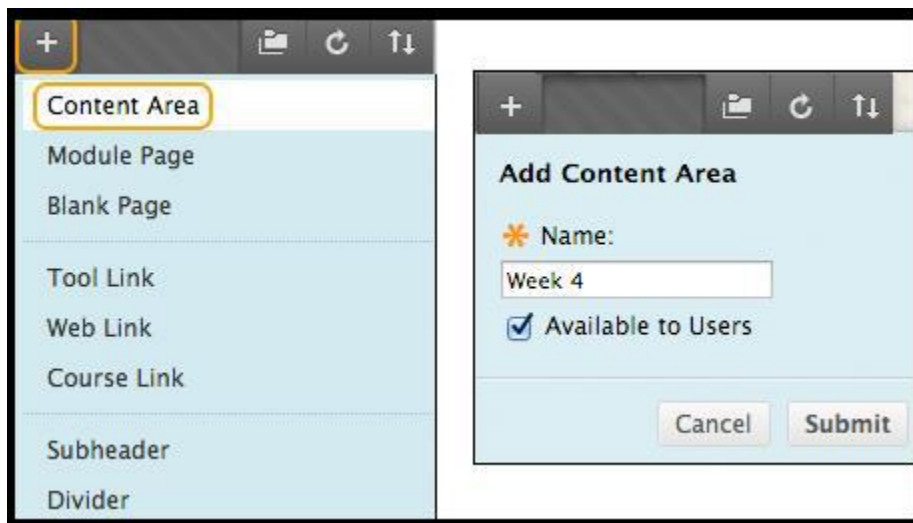


## How to Create a Content Area

Content areas are the top-level course areas. You create and manage them on the course menu.

### How to create a Content Area:

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.



2. Select **Content Area**.

3. Type a **Name** for the new content area.

4. Select the **Available to Users** check box. You can create content areas ahead of time, make them unavailable to users, and then make them available at the appropriate time.

5. Click **Submit**. A link to the new content area appears on the course menu.

A newly created content area is an empty container. Click the link to the content area to access it. Next, point to any of the functions in the action bar to create content.

After creating content, you can set the sequence of items with the drag-and-drop function or the keyboard accessible reordering tool on the action bar. To learn more, see [Editing and Managing Course Areas and Content](#).